

**THE OPEN UNIVERSITY OF TANZANIA**  
**DIRECTORATE OF EXAMINATIONS SYNDICATE**

*Regulations for issuance of certificates*

Article 1

The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.

Article 2

The certificates declared in these regulations shall include the following:-

- (i) Degree certificates
- (ii) Academic transcripts
- (iii) Postgraduate diploma certificates
- (iv) Diploma certificates
- (v) Foundation course certificates
- (vi) Provisional results/statement of results

The University may issue certificates other than those prescribed in Article two with the approval of the University Senate.

Article 3

- (a) The regulations for signature, seal and number of issue of copies for the above certificates mentioned in article 2 shall be as follows:-

<b>S/N</b>	<b>Name of Certificate</b>	<b>Signature</b>	<b>No. of Copies</b>	<b>Seal</b>
1	Degree certificate	VC,DVC(AC)	1	OUT Seal
2	Academic transcripts	DVC(AC), Dean/DICE	Unlimited	DVC(Ac) and Dean/DICE stamps
3	Postgraduate diploma certificates	VC,DVC(AC)	1	OUT Seal
4	Diploma certificates	VC,DVC(AC)	1	OUT Seal
5	Foundation course certificates	VC,DVC(AC)	1	OUT Seal
6	Certificate in distance education	VC,DVC(AC)	1	OUT Seal
7	Certificate in teachers education	VC,DVC(AC)	1	OUT Seal
8	Provisional results	DES	Unlimited	DES Stamp

- (b) The DVC (Ac) may certify and/or authenticate copies of the above certificates as true copies of the original document only upon written request from the applicant.

#### Article 4

Certificates that do not comply with the regulations for signature and seal as described in article 3 shall be deemed invalid.

#### Article 5

Application for certificates shall be made either in person or by postal mail. Application by phones, email electronic, or alternatives means shall not be permissible.

#### Article 6

Application made in person shall be by completion of the prescribed application form for issuance of various certificates

- (a) A duly filled application form must be accompanied by the following documents:-
  - (i) A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
  - (ii) Evidence of receipt of payment of compulsory application fee as revised time to time and indicated in the prescribed application form.
  - (iii) A clearance form
- (b) Certificates will only be issued in the name the applicant used to gain admission to the University or changed during the duration of the programme and the same had been presented and accepted by the University. No certificate will be issued in a name that is not reflected in the University's records.

#### Article 7

In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated of the High Court of Tanzania must be presented. The authorization must bear the name and signature of the giver of such power of attorney. In additional the applicant shall also comply with article 6 above.

#### Article 8

- (a) Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
- (b) Present document which identify the applicant and provide proof of payment of application fee as described in article 6(a).

(c) The applicant shall meet the cost of delivery.

#### Article 9

Applicants who need to be issued certificates not mentioned in article 3 shall apply separately

#### Article 10

Certificates shall be issued to the applicant after the University has sternly verified the information offered in the application form by comparing with those existed in University's records.

#### Article 11

The University shall re-issue a new correct certificate to the applicant in case of technical mistakes such as incorrect spelling or identification information in the original one; for this to happen the original certificate must be returned to the University.

#### Article 12

All application shall be forwarded to the Directorate of Examination Syndicate, Open University of Tanzania, P. O. BOX 23409, Dar es salaam.